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Faculty Information Bulletin

Twin Cities Campus Supplement

Fall 1981

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The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, national origin, or handicap. In adhering to this policy, the University abides by the requirements of Title IX of the Education Amendments of 1972, by Sections 503 and 504 of the Rehabilitation Act of 1973, and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to Lillian H. Williams, Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church St. S.E., University of Minnesota, Minneapolis, Minnesota 55455, (612) 373-7969, or to the Director of the Office of Civil Rights, Department of Education, Washington, D.C. 20202, or to the Director, Office of Federal Contract Compliance Programs, Department of Labor, Washington, D.C. 20210.

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I. CAMPUS ADMINISTRATION AND GOVERNANCE

Administration

The administrative officers for the Twin Cities campus are the same as those for the entire University. Refer to the *All-University Faculty Information Bulletin* for detailed information.

Twin Cities Campus Assembly

The Twin Cities Campus Assembly is the elected governing body of the Twin Cities campus. The assembly has legislative authority over the Twin Cities campus as a whole, but not over the internal affairs of an individual institute, college, or school of collegiate rank, unless they affect the interests of other institutes, colleges, or schools of the Twin Cities campus. The assembly has the power to enact regulations governing faculty members and students in relations with the University that affect the Twin Cities campus.

The assembly is composed of the president and elected faculty and student representatives of the various schools and colleges. Twin Cities campus members of the Senate Consultative Committee are ex officio voting members of the assembly. The elected faculty representatives make up the Twin Cities Faculty Assembly, and the elected student representatives make up the Twin Cities Student Assembly. The terms of office of representatives are the same as their terms as University Senate representatives.

The president of the University chairs the assembly. A vice chairperson is elected by the assembly from among its members at its first spring quarter meeting. The vice chairperson serves a one-year term and is eligible for reelection. The assembly meets at least once each quarter and the agenda and minutes are sent to all faculty and student members. Copies of the assembly constitution are available on request from the University Senate clerk.

Standing committees of the assembly are:

Steering Committee, consists of seven faculty members and five students (elected, need not be members of the assembly) and the vice chairperson of the assembly. It serves as coordinator between administrative offices and the assembly and as liaison among the other standing committees. The steering committee is responsible for arranging the order of business for the assembly.

Committee on Committees, composed of six elected faculty members and three elected students. The committee reviews the number, scope, and functions of all standing and special committees of the assembly and assists the chairperson of the assembly with committee appointments.

Committee on Educational Policy, includes eight members of the faculty, three students, and ex officio representatives as specified in the rules of the assembly. Its concern is improvement of the total educational work of the Twin Cities campus.

Committee on Intercollegiate Athletics, composed of eight faculty members, three students, two University alumni, and others specified in assembly rules. The committee exercises faculty control over intercollegiate athletics and formulates and supervises implementation of certain policy matters.

Committee on Student Affairs, includes 10 faculty members, 2 University alumni, 13 students, and ex officio representatives as specified in the rules of the assembly. The committee is responsible for formulating student affairs policies not elsewhere assigned and for supervising the financial affairs of student organizations that are under University control.

II. TEACHING POLICIES AND PROCEDURES

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

Grading Policies and Practices

This grading policy was adopted by the Twin Cities Campus Assembly on April 27, 1972, amended on April 28, 1977, and applies in its entirety to the Twin Cities campus. The coordinate campuses have their own grading policies. The policy is as follows:

1. There are two grading systems: A-B-C-D-N and S-N. Each college (meaning also each separate school or institute) determines to what extent and under what conditions each system is available to its students and its faculty. Any college may specify what courses or what proportion of courses taken by its students or its prospective students must be on a particular grading system.
2. The S-N system represents a self-contained alternative to the A-B-C-D-N system, and the two may not be combined for a particular student in a particular course. Students may receive only symbols from the grading system under which they are registered.
3. When both grading systems are available to a student, he or she declares a choice of systems as part of the initial registration. The choice may not be changed after the end of the second week of classes (first week in summer terms).
4. The following symbols, as defined, may be used on the University's official transcript, the chronological quarterly record of the student's registrations after the end of the second week of classes (end of the first five days of classes for summer terms). The official transcript is released by the University, at the student's request, with an imprint of the official recorder's seal.
 - 4.1. Grade of A—Represents achievement that is outstanding relative to the level necessary to meet course requirements.
 - 4.2. Grade of B—Represents achievement that is significantly above the level necessary to meet course requirements.
 - 4.3. Grade of C—Represents achievement that meets the basic course requirements in every respect.
 - 4.4. Grade of D—Represents achievement that is worthy of credit even though it does not fully meet the basic course requirements in every respect.
 - 4.5. Grade of S—Represents achievement that is satisfactory to the instructor for the program in which the student is registered. This definition is intended to imply that the standards for S may vary from one program to another.

- 4.6. In connection with all achievement symbols, but especially in connection with S, the instructor is obligated to define to a class in its early meetings, as explicitly as possible, the performance necessary to earn each.
- 4.7. Symbol of V—Indicates registration as an auditor or visitor, a noncredit, nongrade registration.
- 4.8. Symbol of T—Posted as a preceding supplement to the original grade to indicate credits transferred from another institution or from one college or campus to another within the University when reevaluation is required.
- 4.9. In the doctor of medicine and doctor of veterinary medicine programs, O (outstanding) may be used with S-N.
- 4.10. Symbol of W—Entered by the records office when a student officially withdraws from a course in accordance with procedures established by the student's college.
- 4.11. Symbol of I—Assigned by an instructor to indicate incomplete, in accordance with provisions announced in class at the beginning of the quarter, when in the instructor's opinion there is a reasonable expectation that the student can successfully complete the course work. An I that is not made up by the end of the next quarter of residence becomes an N; instructors may set dates within the quarter for makeup examinations. (In the Graduate School, in master's degree programs in undergraduate colleges, and in the doctor of medicine programs, an I remains until changed by the instructor.) When an I is changed to another symbol, the I is removed from the record.
- 4.12. Symbol of N—Assigned when the student does not earn an S or a D or higher and is not assigned an I. It stands for no credit.
- 4.13. Symbol of X—Indicates that a student may continue in a sequence of courses in which a grade cannot be determined until the full sequence is completed. The instructor submits a grade for each X when the student has completed the sequence.
5. If a student is permitted by the college to repeat a course, all grades are reported on the official transcript.
6. Any college may set special scholastic or other standards for registration in a particular course, for scholastic probation, admission, honors, continued residence, degrees, etc.
7. This grading system went into effect in fall quarter 1977, thereby replacing all previous University systems; its definitions and provisions may not be applied retroactively to any grades or symbols recorded before that time.
8. Each transcript is clearly identified as to the procedures under which it was produced and is maintained and released under policies in effect during the time of registration.

9. The Assembly Committee on Academic Standing has authority to grant to individual colleges permission to use experimental grading methods outside the provisions of this official University system, for a specified period, provided that the proposals do not interfere significantly with the registration options of students from other colleges and programs. Such experimental systems must be reported for information to the Twin Cities Campus Assembly as soon as they are approved and, after the specified period, must be reevaluated, either to be extended, discontinued, or, with assembly approval, made a regular system for the unit concerned.

10. The Assembly Committee on Academic Standing is charged with resolving disputes between and among colleges if procedures developed under this grading system result in unacceptable complications for students registering across college lines. The committee may bring to the assembly issues it is unable to resolve informally through negotiation, with recommendations for resolution.

Room Scheduling

Office Space. Office space is assigned to you by your department head at the time of appointment. Classroom buildings are open from 7 a.m. to 6 p.m. unless used for evening classes. Buildings used for evening classes are locked at 10 p.m. When entering a locked building, relock the building from the inside; when leaving, close windows, turn off lights, and lock doors. The police department checks on all buildings periodically. You should get office and building keys through your department.

Classroom Space. The Registration, Records, and Scheduling Office assigns classroom space for classes and examinations (see page 6). Room assignments are listed in the quarterly *Class Schedule*.

If you have special classroom requirements, let your department know so they can inform the scheduling office. If you are considering teaching a course that requires a specially equipped room, call the scheduling office to find out what is available.

Courses taught on closed-circuit television are coordinated through University Media Resources and the scheduling office.

Rooms for Special Lectures and Events. You may reserve auditoriums and classrooms for course-related activities (extra class meetings, make-up exams, tutorials) and academic department programs (faculty meetings, seminars, colloquia) through the scheduling office.

To reserve University facilities for non-University events, you must have the approval of your department head. Approval signifies sponsorship of the event by the academic unit.

Space is reserved in Coffman Memorial Union by contacting the Coffman reservation office; in the St. Paul Student Center by contacting the Student Center information desk; in Northrop Memorial Auditorium by contacting the director of the Department of Concerts and Lectures; and in Nolte Center by contacting the director of the Department of Conferences.

Examinations

A schedule of final examination hours is published in the *Class Schedule* each quarter. If the regular classroom is inadequate for final examinations, a special room may be requested through the scheduling office. Changes in scheduled hours may be made only upon the written recommendation of the dean or assistant dean. Students with conflicts in examination hours may appeal to the Committee on Student Scholastic Standing in their college for adjustment. For more information see the *Class Schedule*.

Field Trips

Field trips may be arranged in consultation with your department head. They may be short trips that are considered laboratory projects in connection with regular class work or they may be more extensive, lasting a week or more between quarters or during the summer.

If you need University equipment for a field trip or other job-related purpose, a memo containing all pertinent information should be sent to your department head for approval. When approved, a copy of the memo should be sent to the Property Accounting Department *prior to* the departure date. Equipment is insured under the University's "self-insurance" plan, and there is no charge to the department.

Graduate Assistantships

Your department head will inform you about the availability of teaching assistants for classes. The Graduate Assistants Information and Assistance Office provides ombudsman services for graduate assistants and publishes a *Graduate Assistants Handbook* describing the duties and eligibility requirements for graduate assistantships. Also see the *All-University Faculty Information Bulletin*.

III. STUDENT SERVICES

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

Campus Assistance Center

The Campus Assistance Center provides information or referrals on any question, problem, or service needed at the University or in the community. The center also operates the Digital Information Access Line (DIAL), which has over 300 taped messages on University, community, and educational topics. A list of available tapes can be obtained from the Campus Assistance Center.

Health Care

The Boynton Health Service in Minneapolis and the Health Service in St. Paul provide care for students and faculty (see page 12). Health examinations and complete medical care, including consultation in all medical specialties, are available to students. Communicable disease control and a comprehensive environmental health and safety program are carried out by a large staff of engineers, health physicists, environmental health specialists, and technicians.

Orientation of New Students

Student-faculty committees and the orientation director (Office of the Vice President for Student Affairs) plan orientation programs for new students that inform them of the special assistance available, help them clarify and understand their own and the University's expectations, and give them a chance to meet informally with classmates, faculty, and staff.

Orientation events are the spring University community program, summer orientation-registration, and, right before fall quarter, freshman camp and Welcome Week. Activities include retreats, lectures, book discussions, one-to-one counseling, small group meetings, tours, and shared living and dining experiences. Special sessions are offered for handicapped students, minorities, returning women, and transfer students.

Student Counseling Bureau

Students with special needs may be referred to the Student Counseling Bureau, which provides a reading and study skills clinic, aid to handicapped students, and help with vocational, personal, and social problems. Faculty

advisers and counselors in college offices may consult the bureau about student problems.

Student Conduct

Complaints regarding student violations of University standards of conduct are registered with the conduct code coordinator. For a consultation on student misconduct, contact the coordinator or the director of the Special Counseling Office. The latter is secretary of the Committee on Student Behavior and is authorized to personally handle cases that do not require formal hearings. If a formal hearing is requested by the student or if the complaint is serious enough to require committee action, the secretary convenes the committee and makes arrangements for a hearing.

Scholastic dishonesty within a college that does not involve persons from other colleges is handled according to that college's procedures. Scholastic dishonesty of an intercollegiate nature should be reported to the Special Counseling Office. If the complaint cannot be resolved to the satisfaction of all parties concerned, the secretary may refer it to the Committee on Student Behavior.

Complaints of student misconduct in residence halls are handled by the residence hall staff and judiciary boards.

Student Activities

The Student Organization Development Center encourages students to participate in activities outside the classroom. There are more than 480 registered student organizations (religious, political/social action, governing, professional/departmental). Professional staff members serve as consultants to the organizations, helping them identify and improve skills needed for effective group functioning. Faculty members are often invited to speak to student groups and may contact the center for information on how to act as resources for the groups. A list of organizations, their purposes, and officers is also available.

Student Financial Aid

Students who need financial assistance can contact the Office of Student Financial Aid to find out about available scholarships and grants. The office helps students plan their budgets and obtain short- or long-term loans.

Housing Office

The Housing Office helps students, staff, and faculty (see page 11) find housing on and off campus. It provides information on rates and availability of

rental units, mediates housing complaints, administers the regents' policy against discrimination in private housing, and trains residence advisers for residence halls, sororities, and fraternities. A counseling program helps students benefit from their University living environment. The Housing Office manages eight residence halls housing 4,500 students.

Religious Activities

Questions regarding student religious organizations or the religious community may be referred to the Student Organization Development Center.

Minnesota Women's Center

The center is a resource for information about women, particularly students. Educational, personal, and career development support services are available for women students.

Parents' Association

The Parents' Association is an organization of parents of University students that provides information to parents on all facets of the University. Regular monthly programs are scheduled on the Twin Cities campus or in outstate areas. Special events for parents of incoming freshmen are sponsored by the association.

Speech and Hearing Clinic

Students with speech and hearing difficulties should be referred to the Speech and Hearing Clinic for consultation, evaluation, and remedial help.

Placement

Most colleges and some other units have their own placement offices. See the *Student-Staff Directory* under "Placement Offices, Student."

Other Student Services

A list of University and community resources that deal with the problems of students (counseling, emergency, employment, legal, medical, and general services) is published in the front section of the *Student-Staff Directory*. You may wish to refer to it when counseling students.

IV. MISCELLANEOUS POLICY MATTERS

See appropriate sections of corresponding unit in the *All-University Faculty Information Bulletin*.

Visitors on Campus

Faculty members who have distinguished guests, or who know of important visitors in the Twin Cities community, are urged to inform the vice president for academic affairs and the director of University Relations. Sometimes arrangements can be made to present visitors at special meetings and lectures on campus. A news conference may be appropriate, with the approval of the visitor. Mail and telephone calls can be expedited if a visitor's whereabouts are known. The Department of University Relations, through its Visitor Information Center, will show visitors the points of interest on the Twin Cities campus.

Solicitation of Funds on Campus

Soliciting funds or contributions on any campus is forbidden unless specifically approved by the President's Development Committee.

On the Twin Cities campus, the Consolidated Fund Drive, organized by the Office of the Associate Vice President for Development and Alumni Relations, has received approval. Each fall, faculty and staff members are asked to contribute to the fund drive for the United Fund, the Minnesota Division of the American Cancer Society, Minnesota Heart Association, and the University of Minnesota Student Aid Fund. Contributions may be made by payroll deduction.

Attendance at Academic Functions

Faculty members are welcome to attend University functions and special events, such as building dedications, groundbreakings, and commencement. For occasions when academic processions are held, each college selects a number of faculty representatives. Those who do not own caps, hoods, and gowns may borrow them without charge from the University Bookstores. Contact University Relations for rental procedures.

Graduate School commencement ceremonies are held in June and December on the Twin Cities campus, and faculty members who wish to serve as marshals should contact University Relations early in the quarter in which a commencement will take place. Other colleges award degrees at individual college events.

V. SERVICES AND ACTIVITIES FOR FACULTY

The Twin Cities campus—Minneapolis and St. Paul, with the Mississippi River cutting through the Minneapolis campus—has the largest single-campus enrollment in the nation. If you would like a tour of the campus, contact the Department of University Relations, which maintains a Visitor Information Center and tour service. There are campus maps in the front of the *Student-Staff Directory*.

Services

Your best source of information on how to get around, where to eat, and other campus survival techniques is probably your colleagues. The following list is incomplete, but will give you an idea of where to start and what is available.

Housing. The Housing Office lists privately owned apartments and homes for rent, sublease, and sale. Information is also available on temporary housing; rental of townhouses at Pillsbury Court, a University development near campus in Minneapolis; and buying of homes in University Grove, an all-University community open to tenured faculty members.

Parking. Maps showing campus parking facilities are available from Parking Services. The public lots and ramps regularly fill up relatively early each morning, so you may want to arrange for contract parking through Parking Services. Parking regulations on campus streets are strictly enforced 24 hours a day.

Transportation. You can travel on intercampus buses between the Minneapolis and St. Paul campuses, and between the east and west banks in Minneapolis. Campus-to-campus and bank-to-bank trips are free; there are some “pay” stops along the way on the intercampus route. You can buy a reduced-fare card for the pay stops from the Bursar. A map of the system is in the front of the *Student-Staff Directory* and route maps and schedules are posted at campus bus stops. Transit Services can give you more information.

The Metropolitan Transit Commission operates express bus routes between the campus and many Minneapolis, St. Paul, and suburban neighborhoods. Transit Services has information on the express buses and on other routes that serve the campus.

The University computer-matched car pool service and an experimental van pool are operated by Transit Services.

Rental cars for University business are available through Vehicle Rental. For rates and schedules on University-operated aircraft, contact Flight Facilities.

Eating Places. On the east bank in Minneapolis, Coffman Union has a number of eating places, including cafeterias, a deli, a salad bar, and the Campus Club dining facilities. There are cafeterias in Shevlin Hall and Health Sciences Unit A, which also has a fast-food spot.

The Colony Inn cafeteria is on 18th across University Avenue from the Field House, the Newman Center cafeteria is at 17th and University, and there are restaurants in Dinkytown (Fourth Street and 14th Avenue) and in Stadium Village (Oak Street and Washington Avenue).

On the West Bank, Willey and Blegen Halls have eating places, and there are lots of places to eat in the commercial area along Cedar and Riverside Avenues.

In St. Paul, the Student Center, the Dining Center, and the Earle Brown Center are places to eat on campus, and there are a number of restaurants nearby in St. Anthony Park.

To make arrangements for party, banquet, or private dining facilities, contact the Minneapolis or St. Paul food service.

Identification. You need a University identification card to use the library and other University facilities. Ask your department to order a card for you. A picture is optional; if you want one, take the card to the identification card office in Williamson Hall.

Cashing Checks. The East and West Bank Bursar's Offices and the St. Paul Cashier's Office will cash payroll and other University-issued checks and small personal checks if you have a University ID card.

Health Service. You may use health service outpatient facilities if you join the Health Service Plan. Membership is available at the Boynton Health Service at the beginning of each quarter. Spouses of plan members may use the health service on a fee-for-service basis. The health service also does preemployment medical exams and executive physical exams.

Lost and Found. Each building has a lost and found office. After one week, unclaimed items are forwarded to the Coffman Union lost and found office and then sold at the end of each quarter.

Mail. Campus mail is delivered twice daily to department offices and is for University-related business only. No postage is needed. Address mail with name, department, room number, and building and include a return address. Ask in your departmental office where to deposit and pick up campus mail.

There are U.S. post offices in Coffman Union and Coffey Hall. They provide most postal services but do not issue foreign money orders or accept foreign parcels, except printed material.

Telephones. There's an explanation of the University telephone system and a list of emergency and information numbers in the front of the *Student-Staff Directory*. To be listed with University information and in the directory, fill out a staff directory card available from your department.

Office Hours. Most University offices are open from 7:45 a.m. to 4:30 p.m. Some have shorter hours or close for an hour or so around noon. It's always a good idea to call before you make a long trek.

Schools. Several schools for children serve as research and training facilities for University students. Applications for children from faculty families are welcome and are considered equally with others. The Institute of Child Development conducts a laboratory nursery school for children two to five years

of age. The Child Care Center provides day care for children three months to five years of age. Marshall-University High School is a public school, grades 6 through 12, located in Dinkytown.

Services for Organizations. If you are an officer of a state or national organization and need administrative, secretarial, editorial, or graphic design services that can be charged to the organization, contact the State Organization Service in Continuing Education and Extension.

Clubs and Organizations. Membership in the Campus Club, a private social club, gives you an opportunity to meet with other faculty members. Facilities are in Coffman Memorial Union and include dining areas, a library, and lounge and recreation rooms. The Faculty Women's Club, open to faculty women and wives of faculty with the rank of instructor or above, has a room on the fifth floor of Coffman Union.

Membership in the Minnesota Alumni Association is open to former students who have earned at least 15 credits at the University and to "friends" who did not attend the University, but share an interest in its future.

Faculty employee organizations concerned with employment matters as they relate to collective bargaining are the American Association of University Professors, University of Minnesota Twin Cities Chapter; the University of Minnesota Education Association, Twin Cities Chapter; the Faculty Committee of the Health Sciences; and the Law School Faculty Association.

Most of the national and international professional societies have local chapters at the University or in the state. You can get information about them from your department head.

Publications. Admissions and Records distributes class schedules to college offices each quarter. They also publish bulletins for each school and college (usually every other year), as well as the annual *General Information Bulletin*.

For a list of agricultural extension and agricultural experiment station publications, call Communication Resources in the Agricultural Extension Service. Single copies of bulletins are free; multiple copies for classroom and other use are available at cost.

The *Minnesota Daily* is the independent student newspaper on the Twin Cities campus. It is published daily during the academic year and three times a week during summer sessions. It is not published when classes are not in session.

The "Official Daily Bulletin," prepared by University Relations, appears in the *Daily* and is also posted on bulletin boards around campus. It contains official administrative and departmental notices. You are responsible for knowledge of information in the bulletin. Interim bulletins are printed between quarters on Thursdays, as needed. To find out how to put a notice in the bulletin, contact University Relations.

University Relations produces a number of other publications. The *Annual Report* (issued by the Office of the Vice President for Finance and Operations) is the University's official financial report. *Brief* is a weekly bulletin of current University news items, distributed to faculty, staff, and student leaders. *Facts*

is a summary of University history, organization, enrollment, finances, students, and activities, designed to answer frequently asked questions.

The *Student-Staff Directory* lists University departments, faculty, and staff on all campuses and students on the Twin Cities campus. Copies are distributed through your department office and campus bookstores. The coordinate campuses also publish their own directories.

The *Speakers Guide* has information on program ideas and assistance, as well as a list of speakers and their topics from all University campuses.

Report and *Update* are tabloid newspapers. *Report* includes news and feature stories from all campuses of the University and is sent monthly to faculty and staff. *Update* describes the University in terms of its people and its achievements. It is published quarterly and sent to parents of University students, alumni, and other external constituencies.

The *Awards and Recognitions Handbook* describes policies and nominating procedures used in determining awards and the *All-University Faculty Information Bulletin* is a summary of policies relating to the duties, rights, privileges, and responsibilities of faculty on all campuses.

Continuing Education and Extension produces the *Extension Classes Faculty Handbook* and copies of the *Handbook for Graduate Assistants* are available from the Graduate Assistants Information and Assistance Office. For copies of the *Civil Service Rules* contact the Personnel Department.

Other regulations are dealt with in the *Faculty Retirement and Insurance Handbook* available from Employee Benefits, *University of Minnesota Travel Regulations* from the Accounting Records and Services travel office, and *Regulations Concerning Faculty Tenure* from the Office of the Vice President for Academic Affairs or the academic personnel records office.

To get copies of the *Constitution and Bylaws of the University Senate* or its rules and procedures, contact the clerk of the senate.

The *Enabler* an information and resource guide for faculty, staff, and disabled students, is on hand in college offices.

Minnesota magazine is published eight times a year for members of the Minnesota Alumni Association.

Human Resources Development is the office to contact if you want copies of the *Paper Cycle*, a manual of business procedures for processing documents, or the *Communication Cycle*, a leadership guide for supervisors and managers.

Cultural and Recreational Activities

On campus you'll find a variety of music, theater, and arts programs, as well as recreational and social opportunities. These are some brief highlights.

The Department of Concerts and Lectures cosponsors an annual week-long spring visit of the Metropolitan Opera and brings some of the world's best dance companies—including the American Ballet Theatre—to Northrop Auditorium. During the summer, the department and Summer Session sponsor outdoor concerts, and dance and film programs. The School of Music has a schedule of performances by faculty and students.

The University Theatre performs in Rarig Center on the West Bank, taking to the river on its Centennial Showboat each summer. Peppermint Tent productions for children are given in Rarig Center in the summer. The Punchinello Players perform in North Hall on the St. Paul campus.

University Gallery in Northrop Auditorium has its own collection and presents exhibitions from other sources. There are also galleries in Coffman Union, the West Bank Union, Wilson Library, and the St. Paul Student Center. The Bell Museum of Natural History has a Touch and See Room for children and wildlife art and exhibits.

The student unions and the University Film Society have film programs. To find out about other activities and facilities at the student unions call Coffman Memorial Union, West Bank Union, or the St. Paul Student Center.

Sports fans can watch or participate. You can buy reduced-price season tickets for Gopher men's games and single game tickets for women's games. Call the men's or women's athletic ticket office for information.

Through the Office of Recreational Sports you can use facilities for archery, badminton, basketball, bowling, fencing, golf, handball, judo, karate, racquetball, running, skating, soccer, softball, squash, swimming, tennis, touch football, volleyball, and weight-lifting. Call the office for information about fees and hours or for a copy of the *Rec Sports Handbook*.

If you're new to the Twin Cities area, we think you'll like it. The metropolitan area, with more than two million people, is the largest population center between Chicago and the Pacific Northwest. The many lakes, parks, and nearby rivers offer opportunities for year round outdoor activities. Como Park Zoo is located in St. Paul and the Minnesota Zoological Gardens are in Apple Valley.

There are first-class theater, art, music, and other cultural organizations. The Guthrie Theater, Chimera Theatre, Minneapolis Institute of Arts, Walker Art Center, Minnesota Orchestra, St. Paul Chamber Orchestra, and St. Paul Arts and Science Center are just a few.

Professional sports teams include the Vikings of the National Football League, the Twins of the American League (baseball), the Kicks of the North American Soccer League, the North Stars of the National Hockey League, and the Fillies (women's basketball).

Contact the Minneapolis and St. Paul chambers of commerce for additional information.

VI. INSTRUCTIONAL RESOURCES

Informational resources and educational technology are the business of a number of departments on the Twin Cities campus. This section contains information previously published by the Center for Educational Development in its booklet *Instructional Resources*. It is a guide to services that will help you in educational development efforts and day-to-day instructional needs. More complete information, often printed, is available from each unit.

Media Services

University Media Resources (540 Rarig Center, 373-4760) helps with selection, production, acquisition, and use of audiovisual materials and equipment.

Art and Instructional Materials (Rm. 205, 11 Oak St. S.E., 373-5848) can produce a variety of visual materials including illustrative artwork, charts, television visuals, slide art, transparencies, and exhibits. Charges are based on labor and cost of materials.

Engineering (Rm. 110, 11 Oak St. S.E., 373-3614) provides technical consultation and assistance in ordering, purchasing, installing, and repairing audiovisual and electronic equipment such as projectors, tape recorders, radios, televisions, phonographs, Ph meters, and spectrophotometers. Staff members will do professional and conference audio recording, assist in operating department-owned video equipment, and duplicate audio cassette and reel-to-reel tapes. Consultations are free; costs of labor and materials are charged to your department.

Media Equipment and Projectionists, Campus Services (Rm. 105, 11 Oak St. S.E., 376-2561) provides audiovisual equipment and operators for classroom and conference use. Operator and equipment rental costs are charged to your department.

Motion Picture Production (530 Rarig Center, 373-3785) has staff and equipment to assist with all types of educational film projects. The staff will help you develop appropriate concepts, approach, and techniques. They are able to do location and studio shooting and special effects such as stop-motion, high-speed filming, cinemicrography, and animation. They can also produce multi-image shows, including slides and control and audio tracks. Costs are charged to your department.

Photographic Laboratories (125 North Hall, 373-1172) provides still photography, black and white and color film processing and printing, transparencies, microfilm laboratory services, and small equipment and photo supplies for rent and sale. Photographers handle assignments ranging from portraits to scientific photography. Rush service and free pickup and delivery are available. Consultations and assistance in planning projects are free. Costs for other services and supplies are charged to your department.

Radio Station KUOM-770 KHz (550 Rarig Center, 373-2770) is professionally staffed and provides a variety of program services including news, public affairs, educational topics, and community affairs. Program emphasis is on University activities.

Television Broadcasting (540 Rarig Center, 373-2846) has a full range of broadcast-quality television equipment and a trained professional staff to help you prepare programs for broadcast on KTCA-TV, other television stations, and cable systems. Public affairs, general educational programs, and credit courses are produced regularly.

Television Closed Circuit Production (540 Rarig Center, 373-3863) has a staff of producers, illustrators, and technicians who produce instructional materials. Productions range from brief demonstrations to full-scale courses in many subject areas. The staff will help you adapt instructional materials for television, arrange for rehearsals, provide artist services, and help integrate programs into your department's course offerings. Productions may be shown on the campus classroom closed circuit system or at other locations off and on campus. There is no charge for consultation or for production of departmentally approved projects for regular daytime instruction.

Television Laboratory Facilities (540 Rarig Center, 373-3863) include two television studios equipped for laboratory use by classes studying television production, acting, and communications. Costs are billed to your department.

Printing and Graphic Arts (2818 Como Ave. S.E., 373-4803) coordinates copying, duplicating, printing, and graphic arts services. Orders that cannot be handled at the University's printing plant are sent out on contract bids to specialty printers. Copying can be paid for by individual users or charged to a University department. All other services require department budget numbers.

Duplicating Services offers economical fast-turnaround reproduction for short-run jobs. They also do typesetting, pasteup, and binding. Facilities are in S-146 Kolthoff Hall, 373-4869, and 33 Social Sciences Building, 373-4985.

The *Instant Copy Service* does offset duplicating, recommended for up to 500 copies, on an immediate-service basis; orders with a large number of originals may be left to be picked up later. Facilities are in 148 Smith Hall, B-90 Coffey Hall, B-25 Dwan Variety Club Cardiovascular Research Center, B-1 Johnston Hall, B-5 Morrill Hall, 11 Oak St. S.E., and 33 Social Sciences Building.

The *Printing Plant* (2818 Como Ave. S.E., 373-3592) does offset and letterpress printing, which are recommended for higher quality work and more complex jobs. The plant can handle complete jobs from typesetting through printing and binding. One to three weeks should be allowed for completion of a job, depending on the nature of the work.

Graphic Design (2818 Como Ave. S.E., 373-5799) provides design and art services including layout, typesetting, art production, and keylining. Your department is charged for time and materials.

University Bindery (2818 Como Ave. S.E., 373-2884) handles rebinds, periodicals, theses, pamphlets, and portfolios, as well as special binding for maps, rare collection books, and leather work. Size of book and type of binding determine the charges.

The **Space Science Graphic Arts Center** (8 Shepherd Laboratories, 373-5411) provides illustration, photographic, and duplication services available to all University units. Services can be charged to University budget numbers or against a card that can be purchased for \$10 in 103 Shepherd Laboratories. Work is done on a first-come, first-served basis, but rush orders can usually be handled.

Illustration services include the preparation of camera-ready art for maps, graphs, and technical illustrations for use in almost any format. The staff specializes in design and production of lecture materials for visual presentations, and they will coordinate projects with other production facilities on campus.

Photographic services include location shooting; reproduction of color or black and white prints, overhead projections, and slides; consultations; and custom printing of illustrations for special uses. Work that cannot be handled by the staff is sent out on a fast-turnaround basis.

Duplication services include a blueprinting (ozalid) copy service for architectural drawings and engineering plans; blueline, blackline, and sepia copying at full scale; photocopying; report binding; mimeographing; and printouts from microfilm, microfiche, and aperture cards.

Biological Sciences Art Services (338 Biological Sciences Center, 376-1779, 373-0966) provides illustration and photographic services similar to those of the Space Science Graphic Arts Center and also has a scientific illustrator. You can get instructional assistance or use their facilities at an hourly rate. Payment can be made by check or through a University budget number.

Agricultural Extension Communication Services (440 Coffey Hall, 373-1792) provides films, slide collections, transparencies, photographs, and consultations for faculty involved in agricultural extension (off-campus) teaching.

The **Medical School Curriculum Affairs Office** (3-105 Owre Hall, 373-9581) assists Medical School faculty in the production of slides, overhead transparencies, illustrations, and graphics for use in instruction. They also supply audiovisual equipment and operators for classroom teaching for the first two years of Medical School. Videotaping, editing, tape duplication and narration, poster production, and other audiovisual services are provided to the Medical School Curriculum Evaluation and Research staff and other special programs. Consultations are available upon request and most services are free.

Biomedical Graphic Communications (B-192 Phillips-Wangenstein Building, 373-8824) has medical illustrators, artists, and photographers who provide complete visual communication services to all University faculty, particularly those in the health sciences. Specific services include biomedical illustration, graphic design, calligraphy and cartooning, macro and micro photography, X-ray photography, photo printing, duplicating, and film production. The department also has portable and studio-based 3/4-inch videotape equipment. Costs may be charged to your department or paid for by check.

The **Biomedical Library Learning Resources Center** (270 Diehl Hall, 376-7005) has a permanent collection of more than 1,200 primarily self-instructional audiovisual programs to supplement health sciences courses. The programs may be required or recommended viewing for particular courses. Viewing equipment is available for materials, most of which are slide and tape or video cassette programs.

The health sciences computer laboratory, including teletype and CRT terminals and Apple microcomputers, are also located here.

The **Built Environment Communications Center** (120 Architecture Building, 376-5498) in the School of Architecture and Landscape Architecture has a library of videotapes on architectural and environmental subjects, as well as video recording and playback equipment. A catalog of materials is available. Production and playback equipment can be used by students and staff of the School of Architecture and Landscape Architecture. Videotapes and playback equipment can be used by anyone at the center. Staff members can help you develop video projects, and services are free. Hours are posted at 120 Architecture Building.

The **Dental Audiovisual Laboratory** (16-209 Health Sciences Unit A, 373-3258) provides photographic and artistic services for dentistry faculty only, although consultations may be provided to others on special problems. Artwork, motion picture and still photography, video and audio tape recording, and development of self-instructional materials are offered. Charges are for cost of materials and, for large-scale assignments, production time. Facilities for students to use self-instructional materials are in 8-425 Health Sciences Unit A. Dentistry faculty may place materials in the resource library.

The **General College Media Center** (322 Nicholson Hall, 376-7629) provides audiovisual equipment, consultation, and some production assistance to General College faculty and students. Overhead projectors, videotape recorders and monitors, Super-8 motion picture cameras, and audio cassette recorders may be checked out. The staff will produce slides, and videotape interviews, speeches, or discussions for use as teaching aids. The director gives advice about audiovisual equipment and coordinates the college's equipment purchases.

The **Office of Health Sciences Learning Resources** (W-42 Centennial Hall, 376-4666) is a central source for health sciences faculty for information and consultation on the development of new teaching methods. The staff will help you with production and use of audiovisual materials. The office works to coordinate existing health sciences resources, provide a professional instructional development staff, and develop a system of health sciences learning resource centers.

The **Instructional Development Laboratory** (95 St. Paul Central Library, 373-1622) primarily serves the College of Agriculture. The staff will help you design and use instructional resources and conducts in-service programs on instructional learning materials, technology, and methodology. Facilities include a curriculum resources laboratory for developing classroom materials, recording facilities for audiotape and 1/2- and 3/4-inch videotape, and three media classrooms that can be reserved for media retrieval. Students can use certain equipment and materials for coursework. There is no charge for services or use of facilities. Limited funds are available to cover the cost of materials.

The **Instructional Systems Laboratory** (250 Burton Hall, 373-5158) in the College of Education's Department of Curriculum and Instruction is an educational development and research center. Its goal is to apply educational technology to the college's instructional program through development and dissemination of prototype instructional systems; research and dissemination of research on instructional variables and conditions; support of the teacher education programs; assistance in local, state, and national development of educational technology; support of the instructional systems graduate program and the state media certification systems graduate programs; and assistance for faculty-initiated instructional development and research activities.

The **Learning Resources Center** (204a Walter Library, 373-2538) is an all-University library where you can deposit materials for out-of-class use by students. The center also has a permanent collection of materials for faculty and students, as well as machines for listening and viewing.

Audio (and some video) recording equipment and tape are available to faculty, staff, and students for use at the center, in classrooms, or on field trips. The center will make multiple copies of tapes for distribution to students.

Other specialized machines and facilities are available for use in the center. They include booths equipped with carousel slide projectors synchronized with audio cassettes, film projectors, computer terminals, a monitored instructional laboratory with central console, and small group study cubicles. In addition, there are facilities on the St. Paul campus and in dormitories, and facilities can be set up at other locations on request.

Technical assistance and use of equipment for instructional projects are free, but there is no money for designing a presentation or hiring specialized technicians. In general, services are provided only for materials to be used in the center. There is a small budget for buying commercially produced programs for the permanent collection.

University Community Video (425 Ontario St. S.E., 376-3333) helps students (and the Twin Cities community) utilize the television medium through educational opportunities, access to facilities, production services, and program production and distribution. The center maintains an extensive library of print and video materials and publishes the *Portable Video Handbook*, a guide to making videotapes.

There are regularly scheduled workshops, workshops for groups with specific needs, and internships and apprenticeships. Individuals who earn certification through workshops or a test may use the center's production and editing equipment. Staff members can advise on how to use the medium to meet specific needs.

UCV videotapes and produces public service announcements for campus and nonprofit human services and arts groups. The center annually produces for broadcast the Minnesota Independent Film and Video Festival, featuring student and independently produced work, and also has a series of monthly shows featuring works by local and national videomakers. The center distributes programs listed in its catalog to organizations throughout the country and provides distribution help to producers.

Audiovisual Library Service (3300 University Ave. S.E., 373-3764) has a 16 mm motion picture rental library containing more than 10,000 titles for general use and for specific instructional programs. Some materials in other media (audio and video tape, filmstrip, slide) are available. AVLS publishes the *16 mm Film Rental Catalog*, and annotated lists of films on specific subjects and maintains a collection of catalogs of motion picture producers and distributors.

Besides film rentals, AVLS provides a reference and advisory service in the selection, location, and use of media; rental of media from off-campus sources; and free preview service for films in the AVLS collection, as well as new productions being considered for use or acquisition. They also will store, circulate, and maintain materials for departments for a small fee. A campus courier service can pick up and deliver films at a nominal fee.

Further information is available at these numbers: film rental orders, 373-3810; reference and advisory service, 373-5259 or -4043; interlibrary loan, 373-4043; acquisition, 373-5259; and preview appointment, 373-3940.

The **Publications Planning Office** (S-68 Morrill Hall, 373-5699) in the Department of University Relations assists all units of the University in planning and producing publications. Besides providing copy editing services, the staff can give advice about printing alternatives and can coordinate the editorial, design, and production phases of a printed piece. There is no charge for services.

University of Minnesota Press (University Press Building, 373-3266) publishes books for scholars, professionals, students, and general readers and distributes them through established booktrade channels in the United States and abroad. It has a professional editorial, design, production, marketing, and business staff. Acquisitions editors will discuss your publication ideas with you before a manuscript is completed or even begun. Decisions about publication of promising projects are made with a faculty committee after getting advice from specialists.

The **Policy on University-Sponsored Educational Materials** governs the ownership and use of educational materials produced by individual faculty members under University sponsorship, as well as the rights to income produced by the external distribution of such materials. The policy defines University sponsorship. For information contact the Office of the Vice President for Academic Affairs, 373-2451.

Library and Information Services

University Libraries—Twin Cities (499 Wilson Library, 373-2424) include almost 50 service units with collections totalling more than 3½ million cataloged volumes, as well as government publications, manuscripts, archives, and other materials. The collection ranks 13th in size among American university libraries. Areas of particular strength include Asian studies, children's literature, exploration and travel, history of medicine, immigration, European history, Latin American studies, American and Western European literatures, science journals, and social welfare. The libraries are organized into the major units listed below.

The *Biomedical Library* (Diehl Hall, 373-5585) supports the health sciences and has extensive holdings in the biological sciences. Service units include circulation/interlibrary loans/photocopy, reference and bibliographic services, history of medicine collection, and Learning Resources Center. The Biomedical Library also includes one unit with separate facilities.

Natural History Library, 301 Museum of Natural History, 373-7771

Institute of Technology Libraries (376-2931) include seven separate libraries that support Institute of Technology programs.

Architecture Library, 160 Architecture Building, 373-2203

Chemistry Library, 4 Walter Library, 373-2375

Engineering Library, 128 Lind Hall, 373-2957

Geology Library, 204 Pillsbury Hall, 373-4052

Mathematics Library, 310 Vincent Hall, 376-7207

Mines, Metallurgy, and Chemical Engineering Library, 132 Amundson Hall, 373-2313

Physics Library, 260 Physics, 373-3362

Law Library, 120 Law Building, 373-2737) supports the Law School.

St. Paul Campus Libraries (373-0904) support agriculture, biological sciences, and veterinary medicine programs. The Central Library service units are circulation/reserve, reference/information services, and serials/documents. These units have separate locations.

Andersen Horticultural Library, 3675 Arboretum Drive, Chaska, 443-2460

Biochemistry Library, 406 Biological Sciences Center, 373-1582

Entomology Library, 375 Hodson Hall, 373-1741
Forestry Library, 203 Green Hall, 373-1407
Plant Pathology Library, 202 Stakman Hall, 373-1669
Veterinary Medical Library, 450 Veterinary Science, 373-1455

Walter Library (376-2931) supports programs in education and some humanities and social science disciplines. These units are in Walter Library: Art Library, Children's Literature Research Collections, College Library, Education, Psychology and Library Science Library, Learning Resource Center, Music Library, reserve and storage, and University Archives. These units are in separate facilities.

Immigration History Archives, 826 Berry St., Minneapolis, 373-5581
Journalism (Sevareid) Library, 121 Murphy Hall, 373-3174
Manuscripts Collection, 826 Berry St., Minneapolis, 376-7172
Social Welfare History Archives, Rm. 130, 1925 Sather, 373-4420

Wilson Library (373-5370) supports most of the humanities and social sciences, as well as business administration. Major central service units are circulation, interlibrary loan, reference/resources, and reserve/audiovisual. Specialized service units are Ames Library of South Asia, Business Reference Service, East Asian Library, government publications, James Ford Bell Library, maps, Middle East Library, periodicals/newspapers, and special collections/rare books. Wilson Library also includes this separate unit.

Public Administration Library, 365 Blegen Hall, 373-2892

Phone numbers for library units are listed in the *Student-Staff Directory*.

A union catalog, listing all University Libraries holdings is on the main floor of Wilson Library. Assistance in using the catalog, or information about library holdings, can be obtained from the catalog information desk (373-9985).

Specialized services include in-depth reference service, library orientation, bibliographic instruction, access to machine-readable data bases, interlibrary borrowing, and photocopying. Information regarding services, circulation privileges, and hours can be obtained from any library unit.

There is limited faculty study space in Wilson Library, assigned on an individual basis. To apply for space contact the Wilson Library circulation desk, 373-2885.

Minnesota Interlibrary Telecommunications Exchange (MINITEX, 30 Wilson Library, 376-3925) is a library resource sharing system with access to 158 academic, public, government, and other nonprofit libraries in Minnesota, North Dakota, South Dakota, and Wisconsin. You can request any materials not owned by, or missing from, Twin Cities campus libraries at a public service location in any of the libraries. Delivery takes one to three weeks. MINITEX is funded by the Minnesota legislature and is a program of the Minnesota Higher Education Coordinating Board.

University Bookstores (290 Williamson Hall, 373-3236), is a self-supporting unit that sells texts, supplies, and special instructional materials. To order textbooks to be sold through the bookstores, get an order form from your department. Books are ordered directly from publishers and delivery takes six to eight weeks. You can also special-order books and materials at no extra charge. Request forms for publishers' desk copies are available at the textbook information office, 290 Williamson Hall, 373-3222. You are welcome to make recommendations on books you think should be in the bookstores' general collection.

Information, special order forms, and listings of books currently in print are available at these bookstores.

Books Underground (7 St. Paul Student Center, 373-0800) serves the Colleges of Agriculture, Forestry, and Home Economics.

Health Sciences Bookstore (2-554 Health Sciences Unit A, 376-4007) serves the Medical School, Schools of Dentistry and Nursing, and College of Pharmacy.

Minnesota Book Center (Williamson Hall, 373-3688) serves the Colleges of Education and Liberal Arts, Institute of Technology, General College, and Continuing Education and Extension.

H. D. Smith Bookstore (373-4450) serves the College of Liberal Arts and School of Management.

MSA Student Store (Coffman Memorial Union, 373-2408) is operated on a nonprofit basis by the MSA Services Corporation. It sells general interest books, calculators, and school supplies at a discount. University purchase orders are accepted.

Computer Services

University Computer Services (143 Shepherd Laboratories, 373-9750) coordinates computer operations necessary for instruction, research, and development at computer centers listed below.

There is no charge for computer time used in course-related instruction; supply costs are charged to your department. If you use computers for research, you should get full external support for time and supply costs, although some support may be available from the University Computing Grants Fund. Information on this fund is available from computer services.

All centers provide consultation services. Programming costs for inexperienced users may require outside funding or departmental approval and budget numbers.

Health Sciences Computer Services Center (D-389 Mayo, 373-5613) serves primarily the health sciences by enhancing clinical services, health-related research, and instruction. The center has its own large-scale computer and access to several others. It provides specialized application systems design, computer programming, and data entry.

St. Paul Computer Center (415 Coffey Hall, 376-7003) provides local, remote, batch, and interactive computer access to a medium-sized IBM 4341 computer system for research, instruction, public service, and administration. Key punch and programming services are available. Request forms for access to equipment and services are available in 90 Coffey Hall, 373-0987.

University Computer Center (227 Experimental Engineering, 373-4360) has five large computer systems—Control Data Cyber 74, 172 and 730 systems, a Cray 1-B Vector system, and a Digital Equipment Corporation VAX 11/780 system. A wide variety of computer languages, scientific subroutine libraries, statistical packages, and data base systems will accommodate most research, development, and instructional needs, including computation, symbol manipulation, data reduction, data analysis, and data base management.

Faculty may access interactively through department and private terminals. Batch access for faculty and students is available at 21 campus locations. Student interactive access is available on the Minnesota Educational Regional Interactive Time Sharing System (MERITSS). There are 18 open terminal labs with 135 terminals for course-related computing. MERITSS also provides software and consulting support for microcomputers.

UCC's Image Processing Center does text processing, graphics, and image processing development. Graphics are produced using a Dicomed high resolution digitizer and film recorder. The Professional Services Division contracts with users for systems, programming, and related services on a fee basis. Engineering Services provides equipment maintenance and engineering services on a contract basis, and consults on hardware design and selection. UCC sells computer supplies and offers consulting in person or on the Help-line, 376-5592.

West Bank Computer Center (93c Blegen Hall, 373-3608) provides a staff-operated high-speed batch terminal for the UCC Cyber 74 and 172, as well as access to a number of Apple II microcomputers located in 2 Wilson Library. Access request forms are available from the center.

Instructional Support Services

The **Center for Educational Development** (317 Walter Library, 373-4537) works to improve the quality and extend the range of University educational programs. The center, a unit in the Office of the Vice President for Academic Affairs, provides general assistance and financial support through the Small Grants Program (administered for the All-University Council on Liberal Education) and the Educational Development Program (EDP). Announcements regarding applications for grants are made at least annually.

The Educational Development Program provides flexible support for the systematic renewal of existing programs and the development of new ones. When the program's funding level is at its maximum—3 percent of the University's instructional budget—money will be budgeted approximately equally to the three administrative levels (department, college, and all-

University). Projects are selected for support through a peer review procedure designed to ensure that EDP resources are used in a coordinated and systematic plan to improve education at the University.

If you are interested in educational development at any level, contact the center for a consultation.

The **Consulting Group on Instructional Design** (205 Elliott Hall, 373-5352) is concerned with improving the teaching and learning processes. The staff does consulting, conducts seminars and workshops, helps with research projects on particular course-related problems, and has a collection of research literature. The groups' concerns are goals, objectives, and performance criteria (identifying what students need to learn and whether they have learned it); presentation of materials to be learned; teaching and learning activities; and student characteristics as they relate to course performance and achievement and development in special educational environments.

The staff will help you design and carry out a one-quarter pilot project to identify needs to be addressed in a research and development effort extending over two or three years. Costs for consultation, project design, and analysis for initial pilot projects are free. Extended research and development must be supported through other sources.

Continuing Education and Extension (150 Wesbrook Hall, 373-3900) staff members have experience in developing credit or noncredit extension classes at any level, independent study offerings, radio and closed circuit or broadcast television courses, conferences, or programs to reach special segments of the community. There are also centers at the Duluth, Morris, and Crookston campuses and at Rochester.

Continuing Education in the Arts (320 Wesbrook Hall, 373-4947) will help you develop new courses and programs in the arts and humanities. They have a collection of periodicals related to the arts; general information about the arts and humanities; information on community-based and volunteer-run arts organizations; and offerings of short courses, institutes, and special programs. There is a charge for some services.

The *Department of Conferences* (131 Nolte Center, 373-4894) offers assistance with planning and implementing short-term, noncredit educational activities such as conferences, institutes, seminars, and short courses for nonregular students. Services include planning, publicizing, administering, and evaluating activities. Cost of services is usually recovered through fees charged to those who attend.

Extension Classes (180 Wesbrook Hall, 376-7500) will help you develop courses to meet the needs of special interest groups for credit or noncredit, day or evening, on- or off-campus. A minimum number of students is usually required. This unit also offers overseas courses in conjunction with other academic units or individual faculty; contact 202 Wesbrook Hall, 376-4815.

Extension Independent Study (45 Wesbrook Hall, 373-3803) recruits faculty to develop and teach correspondence and media-assisted courses. There are about 350 degree-credit courses, and about 80 new or revised

correspondence courses are produced annually. Credit by examination and special learning contracts can also be arranged. Media-assisted courses include those offered for credit on KTCA-TV and KUOM radio.

Minnesota World Affairs Center (306 Westbrook Hall, 373-3799) provides information on international questions and provides opportunities for individuals and organizations to participate in community world affairs programs. The center organizes conferences and lecture series, helps groups plan programs, and gives advice on speakers, pamphlets, films, and other educational materials.

Cooperative Education is a program that integrates a related work experience into a student's degree program. It gives sophomores, juniors, seniors, and graduate students an opportunity to explore career goals and get some career-related experience that will make them competitive in the job market after graduation. Programs exist in the Colleges of Liberal Arts, Agriculture, and Home Economics, General College, the allied health disciplines, and the Institute of Technology. Contact the CLA Career Development Office, 345 Fraser Hall, 373-2818, or the coordinator in an individual college.

The **Office for Special Learning Opportunities** (B-18 Johnston Hall, 373-7550) has information on field learning and independent study.

Field learning uses community agencies and organizations to provide study opportunities outside the classroom, typically in the form of internships. Students get a chance to look at issues firsthand and to integrate actual experience with theory. OSLO is the contact for those in the community who have opportunities for University students. The office maintains directories of field learning opportunities and can assist you in planning directed study projects to accompany field learning.

Independent study individualizes teaching and learning. It allows students to earn credit by doing additional work in conjunction with a course or by satisfying other requirements without attending class meetings. Directed study, arranged between a student and one or more faculty members, allows students to explore areas not covered by courses. Many colleges have resource people who can provide information about guidelines and procedures. Contact your dean's office or the Office for Special Learning Opportunities.

University College (UC) sets up independent study courses, as well as experimental programs.

Independent Study, UC 3075, permits undergraduates to pursue projects that go beyond the scope of a single department or college. Projects are interdisciplinary or are done in departments that don't have an undergraduate independent study course for nonmajors. Students may take 3 to 15 credits of UC 3075. For information, contact the Inter-College Program, 213 Temporary North of Appleby, 376-1253.

Experimental Programs are innovative curricular and instructional programs, set up to respond to new student populations. UC serves the entire University in developing experimental and alternative undergraduate programs, and has authority to develop courses and grant degrees.

The **International Student Speakers Bureau** (711 E. River Road, 373-3200), administered by the Minnesota International Center and the University of Minnesota Teachers' Center is a referral center of foreign students and their spouses who are qualified to speak to University classes, community groups, and schools. A small fee is requested when possible, but is not required.

Summer Session (135 Johnston Hall, 373-2925) works with academic units offering summer study abroad programs.

The **International Student Adviser** (717 E. River Road, 373-4094) coordinates the Learning with Foreign Students Program. Under this program foreign students at the University are trained as educational resources to provide cross-cultural perspectives in courses, seminars, colloquia, and independent study. The office is also a source of information on foreign countries for those planning to study abroad.

The **Office of Special Programs** (405 Coffey Hall, 373-0725) will help you plan, present, and evaluate short-term, noncredit continuing education programs, offered on a campus, regional, or statewide basis. The staff has particular expertise in agriculture, forestry, home economics, community and resource development, veterinary medicine, and biological sciences.

International Study and Travel Center (40 Coffman Memorial Union, 373-0180) provides information and advising on study abroad opportunities, including employment, financial aid, accommodations, and transportation. It sponsors educational tours during quarter breaks and conducts orientation programs for those going abroad. International student IDs, youth hostel cards, rail passes, and charter flights can be arranged through the center. Tickets for regularly scheduled international flights are available through the International Study/Travel Agency, 46 Coffman Memorial Union, 376-9495.

The **Foreign Studies Office** (1246 Social Sciences Building, 373-2691) helps with the academic aspects of studying abroad. It provides information on arranging academic credit, relating overseas coursework to academic programs on campus, obtaining financial aid, and maintaining student-status. The office is the contact point for other institutions with which the University cosponsors 15 study abroad programs. Students can register for the programs under University course numbers. A foreign studies minor is available for those who want to integrate foreign experience with coursework.

Brochures are available through the Foreign Studies Office or the International Study and Travel Center. They are *Study Abroad Opportunities at the University of Minnesota*, *Earning Credit Through Foreign Study*, *Financial Aid for Undergraduate Study Abroad*, *Minor in Foreign Studies*, and *International Courses at the University of Minnesota*.

The **Office of International Programs** (201 Nolte Center, 373-3793) coordinates University participation in several international research and development programs, awards grants for modest overseas faculty research

projects, and publishes a register of faculty international interests, a directory of financial aids for international activities, a survey of international programs and projects at the University, and a newsletter about international teaching and research at the University. The office can also advise on funding available for study, research, travel, and teaching abroad.

Student Project for Amity Among Nations (103 Nolte Center, 376-5219) is a program through which students conduct summer research projects in selected countries. Faculty advisers from participating institutions accompany students abroad for eight weeks, conduct orientation classes during the preceding academic year, and consult on student projects before and after the overseas stay.

The **Test Processing Service** (2610 University Ave., 373-7740), part of the Student Counseling Bureau, offers basic machine scoring of exams, as well as special scoring, descriptive statistics, item analysis, and alphabetizing. A users' guide and answer sheets are available at 301 Eddy Hall, 373-3818. Test scoring may be scheduled at 373-7740. Costs are charged to your department.

Student Life Studies and Planning (Rm. 203, 720 Washington Ave. S.E., 373-4862) conducts research on student characteristics (attitudes, opinions, and lifestyles) and provides information to aid in designing and delivering educational services. Research is often done in consultation with colleges and other offices.

Measurement Services Center (9 Clarence Ave. S.E., 373-2263) will help you develop and use methods for evaluating courses and instruction. A bibliography and brochures on classroom testing are also available.

The staff designs and conducts course, curriculum, and program evaluation studies. No charge is made for professional staff time; printing, postage, keypunching, and general office expenses are charged to your department. The staff consults on design of questionnaire studies and analysis and use of data; conducts general evaluative studies; and develops evaluation materials. Currently available materials include questionnaire development brochures, curriculum evaluation guides, and newsletters.

MSC provides questionnaires and computer tabulation for student evaluations of instruction. You may choose from several standard questionnaires or devise your own with staff help and use of a catalogue of questions. Special analysis of student ratings can be arranged if time permits. There is a modest charge for services. The center also consults with committees and individuals on development and use of student, peer, and self-evaluation programs, and conducts research on the appraisal of learning and instruction.

The **Student Course Information Project** (Rm. 130, 3300 University Ave. S.E., 376-5581) provides detailed course descriptions and evaluations for students and academic advisers to use in program planning and course selection. Each quarter, faculty members are invited to complete a course description and have students fill out course evaluation questionnaires. Faculty participation is voluntary, and you may provide the course descrip-

tion, the course evaluation, or both. The information is published yearly in time for fall quarter registration and is also distributed prior to winter and spring registration.

SCIP's goal is to provide reliable and current course-selection information on courses for which such information is not readily accessible, and for courses in which students have some choice among courses, sections, or instructors. The project, authorized by the University Senate, is sponsored by student government and the Offices of the Vice Presidents for Academic and Student Affairs.

Committee on Language Programs Teacher Learning Resource Center (115 Elliott Hall, 376-3161) serves faculty and teaching assistants from all second language and foreign language programs. Staff members will videotape language classes and review the tape with you to improve teaching effectiveness. Student presentations may be videotaped to help students improve pronunciation and language use. You can audio and video tape instructional materials at the center and equipment is available for viewing films and slides. Hours must be arranged in advance. Services are free.

Equipment Services

There are more than 50 machine, carpentry, and electronics shops providing specialized equipment for teaching and research. The largest are in the physics, chemistry, and mechanical engineering departments. They are basically set up to meet the needs of their respective departments, but most can accommodate special requests for service. Technical Services, 373-5173, is a central source of information on these equipment-producing shops.

Technical Services (2818 Como Ave. S.E., 373-5173) has several units that specialize in servicing equipment used in research and teaching. Work requests require department approval and budget number.

Electronic Instruments Service (25 Biological Sciences Center, 373-1588) maintains and repairs scientific and laboratory instruments. The shop can also design electronic circuitry for research or instructional use and provide technical consultation.

Glass Technology Service (S-146 Kolthoff Hall, 373-3370) specializes in designing, fabricating, and maintaining custom scientific glass apparatus. Available are Dewar flasks for cryogenic applications, high vacuum glass apparatus, annealing, insertion of electronic control structures in glassware, and many other specialties.

Office Equipment Rental Service (2818 Como Ave. S.E., 373-5948) rents standard commercial machines, including calculators, typewriters, and dictaphones to departments. Rentals are charged to your department. There is also a leasing program for other equipment needs.

Scientific Apparatus Service (10 Shepherd Laboratories, 373-2457) has machinists who do welding, sheet metal work, woodworking, and close tolerance machining. They can modify or repair existing scientific equipment and can design and develop specialized equipment for research and classroom use. Developments have included heart valves, automatic cassette changers, and mud pollution extractors.

Business Machines Analyst (2818 Como Ave. S.E., 376-2767) offers technical assistance and analysis of office equipment, including copiers and word processors, at no charge.

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